



Unitas

An **OnSide** Youth Zone

CANDIDATE INFORMATION PACK

GRANTS AND TRUSTS MANAGER
UNITAS YOUTH ZONE



PERFORM
LIKE THERE'S
NOBODY WATCHING.

Welcome from Robin Moss, Chief Executive

Thank you for your interest in the role of Grants and Trusts Manager here at Barnet's Youth Zone, named Unitas by our young people.

Unitas is an enormously-exciting charity. Our cause is clear and compelling - **young people**. We know that all young people have potential. Yet opportunity is unevenly distributed. Unitas, as a universal, open-access, inclusive, diverse and high-quality youth provision, gives young people what they all deserve - somewhere to go, something to do and someone to talk to in their free time. When school is out, Unitas is open. And every time we are open, we offer a huge range of activities in our state-of-the-art facility, run by youth workers whose sole focus is young people.



We are the largest provider of youth work in North London and were awarded “Charity of the Year” for 2022 by The Barnet Group.

The buzz when 150+ young people are in Unitas is incredible and really cannot be described on paper. It has to be experienced. Of course, you should check out our website and social media channels to get a flavour of what we do. But as part of the application process, if geography allows, we will get you to visit to not just see but *feel* for yourself what we are about.

Unitas is a friendly, fun and informal place to work. We take our work seriously but equally value having fun, enjoying achieving together, and supporting one another. The impact of our work is felt literally every single day. It's a positive, upbeat cause that will be a joy to market - to both current and potential members and current and potential new donors.

We are a local charity but with the support of a national network, meaning that we apply for grants and trusts funding locally, regionally (pan-London) and nationally. We have been successful at all three levels over the past few years and we strongly believe that there is significant potential for grants and trusts income to grow significantly over the coming years. We also have a strong Grants and Trusts Officer in post who you will manage.

We are led by a fantastic Board of Trustees, who really understand the need to support fundraising, and have committed to significant investment in this crucial area. We also have a new Director of Fundraising coming on board over the summer, who will lead the department and provide support and direction.

We are a diverse organisation and we especially welcome applicants who can contribute to that diversity - candidates of colour, disabled candidates, candidates who have lived experience or are care-experienced etc. For us, being diverse and inclusive is part of being an organisation committed to excellence.

If you would like an informal conversation before applying, please do drop me an email - robin.moss@unitasyouthzone.org - and I will set up a call. Of course, this will be confidential.

Best wishes,

A handwritten signature in black ink, appearing to be 'Robin Moss', written in a cursive style.

Robin Moss

ROLE PROFILE

POST:

Grants and Trusts Manager

REMUNERATION AND BENEFITS PACKAGE:

£40,000 - £42,000 per annum FTE (pro rata-ed depending on number of days a week the successful candidate contracts to), depending on experience; automatic enrolment 3% (employer)/5% (employee) defined contribution pension; 33 days annual leave pro rata inclusive of bank holidays; access to OnSide Talent Academy and ongoing professional development

We have enhanced maternity, paternity and adoption leave after you have been with us for two years. We have a miscarriage/neo-natal death policy. We provide one "wellbeing day" a year as paid leave. Staff can use our fully-equipped gym before work. There is free parking within five minutes' walk of the Youth Zone. A hot lunch is available for £1.

LOCATION:

Unitas is in the London Borough of Barnet and is fully wheelchair-accessible. This is a hybrid role with a minimum of one day a week in the office, ideally two. We would also consider, for an exceptional candidate, making this an entirely remote-working role (with four two-day visits to the Youth Zone a year)

REPORTING TO:

Director of Fundraising

LINE REPORTS:

Grants and Trusts Officer (0.4 FTE, currently works Tuesdays and Wednesdays remotely)

CONTRACT:

Permanent, 4 days a week (32 hours, 0.8 FTE). Hours worked are flexible and certainly you are not tied to "9-5". We will also consider applications from someone wishing to work 3 days a week (24 hours, 0.6 FTE).

There may be a requirement to work outside the normal 9 to 5, Monday to Friday, working week, including both evenings and weekends. Unitas seeks a flexible and family-friendly workplace and the needs of your life outside of work will of course be taken into account. The nature of this role is that out-of-hours working will be rare.

THE ROLE

As part of the Fundraising team, you will lead on gaining income from grant-making bodies. You will work closely with the Grants and Trusts Officer (0.4 FTE), who you will line manage, and will need to develop strong relationships with the Delivery team, so you can match their funding needs to the right funder and get the right information from them to ensure a high quality of reporting.

Each year a target is set for income from grants and trusts by the Director of Fundraising in consultation with the grants and trusts team and the Chief Executive. A key

metric of success in this role will be achieving this target.

Unitas is also looking to secure more multi-year pledges and to diversify its funding base, and grants and trusts is an important part of this.

Unitas has extremely supportive Trustees, a number of whom have extensive experience with grants and trusts fundraising, and are willing and able to offer practical help and advice.

Alongside internal support, there are also grants and trusts fundraisers across the OnSide network, and you will collaborate and share information and best practice with them as well.



CONTEXT OF THE ROLE

Barnet is London's second-most populous borough with almost 400,000 residents, of whom almost a quarter are under 18. Burnt Oak and Colindale, where Unitas is located, are the most deprived areas of the borough, with child poverty rates of 38% and 37% respectively. Unitas' universal access, six-day-a-week provision is unique in the area and fundraising is required to cover 90% of our operating costs.

KEY RESPONSIBILITIES

- To lead on grants and trusts fundraising as part of Unitas' broader fundraising efforts
- To line-manage the Grants and Trusts Officer
- To oversee a Salesforce-base pipeline of grants and trusts applications, re-applications and reporting
- To ensure that the grants and trusts team is utilising the Salesforce CRM fully and inputting data as required
- To work closely with the Delivery team to ensure the right bids are being submitted, and that reporting on successful bids is carried out in a timely manner
- To work with the Impact and Insight Officer to shape Unitas' monitoring and evaluation strategy and practice so that grants and trusts bids and reporting are evidence-rich
- To lead tours and face-to-face and online meetings with Foundation staff and Trustees
- To work within the broader Fundraising team, supporting colleagues and department-wide projects as agreed with the Director of Fundraising
- To work with OnSide and other Youth Zone fundraising staff to share best practice
- To undertake any other tasks as reasonably requested by your line manager or any senior member of staff

ALL

COLLEAGUES ARE EXPECTED TO

- Be a role model for young people, present a positive 'can-do' attitude and take personal responsibility for their own actions
- Work within our values and contribute positively to the work culture
- Work within the performance framework of Unitas Youth Zone and OnSide and commit to a culture of continuous performance
- Represent and promote Unitas in all dealings internally and with external partners
- Comply with all policies, procedures, and codes of conduct, with particular reference to safeguarding, health and safety, and equality and diversity
- To be willing to step in and step up, and not see the above set of duties and responsibilities as exhaustive

ABOUT UNITAS

Barnet's Youth Zone, named "Unitas" by local young people, opened in summer 2019 as the second OnSide Youth Zone in London.

At Unitas, we believe that all young people in Barnet should have the opportunity to discover their passion and their purpose, to find out what they've got and where it could take them. Our Youth Zone is a purpose-built space fizzing with energy and crammed with incredible facilities. It is staffed by skilled and dedicated youth workers who truly believe in young people - helping them see what they could achieve, and giving them the skills, confidence and ambition to to achieve their potential.

Since opening we've delivered life-changing support to help over 12,000 young people aged 8-19 (and up to 25 for young people with additional needs) from a diverse range of backgrounds to thrive. We are currently open six days a week (35 hours), with an aspiration to be open seven days a week (43 hours), while schools are closed - that's evenings and weekends. In the holidays, we also run a daytime holiday club throughout the week. We offer a safe and active space for young people to flourish in their leisure time, where their interests can be nurtured, and they can grow as individuals. Averaging 1,000 visits per week, this is a charity that the whole community can be proud of, and you can be part of that journey. Entry is just 50p each time with an annual membership of just, which gives a young person access to over 20 activities per night. In addition to our open-access provision, we run targeted projects such as mentoring that bring specific outcomes to some of those most in need of additional support and interventions.

Unitas is a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. We offer affordable access to a broad range of sport, arts and employability services, designed to empower young people to lead healthier, positive and more active lives - raising their aspirations for themselves and their community.

The facilities are second to none, delivering sporting, artistic, cultural and general recreational activities each session. The outstanding quality of the facilities is a demonstration of the belief that young people deserve the best.

In the past few years, we have been fortunate enough to receive support from leading trusts/foundations including the Hobson Charitable Trust, the Gail and Gerald Ronson Foundation, Baily Thomas Charitable Fund, the National Lottery Community Organisations Cost of Living Fund, the Young Barnet Foundation and London Youth.

Our Vision

- Every young person is supported and empowered to reach their potential

Our Mission

- To provide a safe, fun, inclusive and nurturing space for young people to grow in confidence, develop skills and build resilience

Our Values

- Respect - we listen and always act as role models
- Teamwork - we communicate to connect and connect to communicate
- Integrity - we are honest and hold each other to account

Our Strategy

- You can view our 2023-2026 strategy on our website (<https://www.unitasyouthzone.org/discover-unitas/our-strategy>)

ABOUT ONSIDE, OUR NATIONAL NETWORK

Potential is everywhere; in every home, on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others don't. It's about opportunity.

Unitas is proudly part of the OnSide Network. OnSide is a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them.

OnSide funds and build state-of-the-art, multi-million pound Youth Zones in the country's most economically disadvantaged areas. They train the amazing people that run them, and they offer continuing support via the nationwide OnSide Network of 15 Youth Zones (and growing), where colleagues can learn and grow, share their stories, and celebrate their success together.

This is passionate, properly funded youth provision, with no ifs or buts. A unique partnership between young people and their community, local authorities and private business leadership, and a growing movement of supporters who believe that how we treat the next generation defines who we are as a society.

Because when we really invest in young people, we all benefit - from who they are now, everything they might become and achieve, and everyone they might touch and inspire. All they need is the chance to shine - an environment where they can be their best selves - and you just watch them go. It's about opportunity.

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

SELECTION CRITERIA	REQUIREMENT
Experience	
Experience of successful trust and grant bid writing within a professional setting within range from £5,000 up to £100,000	Essential
Produce compelling asks and proposals in line with the charity's objectives and the funders requirements and guidelines	Essential
Experience of gathering, understanding and presenting complex information and data in a clear, concise way	Essential
Experience of working within a charity fundraising environment	Essential
Experience of cultivating relationships with funders, both via verbal and written methods of communication	Essential
Experience of line-management	Desirable
Experience of line-managing a remote-working employee	Desirable
Experience of working in a network of organisations	Desirable
Experience of submitting bids to local authorities, NHS ICBs or similar public-sector bodies	Desirable
Skills, Knowledge and Attributes	
Ability to prioritise tasks, manage own time and achieve strict / multiple deadlines	Essential
Highly developed written communication skills	Essential
Ability to effectively research potential prospects	Essential
High level of IT competence, excellent internet research skills and database management	Essential
Proven ability to make a persuasive, inspirational and compelling case in writing	Essential
Ability to cultivate and maintain relationships to secure funding and work effectively with partner organisations	Essential
Ability to work with varying degrees of support; from working completely under own initiative to working collaboratively with substantial input and critique	Essential
Demonstrable empathy with the aims and expectations of trusts, foundations and grant-givers	Essential
Ability to work at pace, but calmly under pressure	Essential
Able to work with multiple organisations to achieve specific goals	Essential
Ability to drive core funding and where necessary frame the planned and budgeted offer to young people (such as creativity and performing arts, sports, wellbeing, employability etc)	Essential
Awareness of London-based Trusts and Foundations	Desirable
Personal Qualities	
Motivated to improve young people's lives for the better	Essential
Willingness to understand and fully engage with Unitas' strategy and values, and contribute positively to the workplace	Essential

APPLICATION PROCESS

To apply, please fill in the application form and send to recruitment@unitasyouthzone.org

Closing date for applications: noon on Wednesday 17 July.

First-round interviews over Zoom: w/c 22 July, Final-round interviews (in-person at Unitas if possible): w/c 29 July

In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check. The strength of the OnSide community comes from the diversity of the people within our vibrant network. We are proud that our Unitas team reflects the communities we serve, and we value people working together from a range of different backgrounds and with different experiences, all with a shared passion for boosting the aspirations of young people in Barnet. Diversity brings innovation, fresh ideas, and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.

CASE STUDY: HANNAH AND FAWZIYA'S STORY

We firmly believe that Youth Zones are places that change lives, but don't take our word for it - our young people tell us this all the time!

Two examples are best friends Hannah (17) and Fawziya (16). Hannah and Fawziya didn't know each other before they came to Unitas. They both attended a session in the Music Room and it is this session that they credit with being the start of their friendship.

Both avid film and media enthusiasts, they told us that "the Media Room has changed our lives" and when asked about how Unitas has impacted their lives outside of the Youth Zone, Fawziya said, "I found my passion for film at Unitas. I wouldn't have applied for the BRIT School and be studying film and media there if I hadn't been coming here."

Similarly, Hannah told us that Unitas showed her that she could make a career out of something that previously had just been an interest. The facilities that Unitas offers are vital to both Hannah and Fawziya. "The big impact is that there are creative spaces here ... I think it's really important to have these creative spaces where we can nurture the talents that we have ... I think you don't really realise that until you enter a place like this where you can really open your eyes."

Hannah now attends the London Screen Academy in Islington, and Fawziya attends the BRIT School in Croydon. Fawziya continues to come to Unitas after college because "I didn't have anything to do before coming here ... it's engaging here and the engagement is what pulls people in, and it's what makes you want to do things."

They continue to create new projects such as 'CHATBOX', a series of video blogs where they discussed issues that affected them and their peers and Fawziya was even selected as one of the winners of last year's Show and Tell photography competition. Selected from over 22,000 submissions, her submission was featured on over a hundred billboards around the UK! Meanwhile, Hannah has put her film skills into practice in Unitas' Media Squad, doing all the videography for our recent amateur boxing events.

When asked about how Unitas' youth workers support them, Fawziya said "to have someone who believes in you is one thing but to have someone to tell you that you are capable of more than you think and are yet to discover is really important." Hannah echoed these sentiments "The youth workers really push us to become what we can truly be and reach our full potential."

We asked them to sum up Unitas. "It's like a second home. It doesn't feel like you come here into another school environment, it feels like I'm going home, just with more people! ... it's an environment with a different meaning and a different purpose. Even though it's got this incredibly homely vibe, it's still somewhere we are pushed to be our best, and to do whatever we think is possible."



OnSide
Here for young people

PROVEN IMPACT



GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES

